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Minimum Qualification Specifications
for the Class:

MEDICAL ASSISTANCE PROGRAM OFFICER
(MEDICAL ASSISTANCE PRGM OFFCR)

Prerequisite Knowledge and Abilities Required:

Knowledge of: Applicants may have one or a combination of the following knowledge:

1. Activities, operations, benefits and basic philosophies of public medical assistance programs; State and federal laws, regulations, and program policies and procedures applicable to public medical assistance programs; program planning and evaluation; federal funding requirements; principles and practices of effective supervision; effective work organization and staff utilization; and research and report writing methods and techniques.
2. Health care practices, trends, and issues; State and federal laws and regulations applicable to health care services or programs; program planning and evaluation; principles and practices of effective supervision; effective work organization and staff utilization; and research and report writing methods and techniques.

Ability to: Plan, organize, direct, and coordinate activities of subordinates involved in policy and program development functions and activities relating to medical assistance programs through subordinate supervisors; research, analyze and deal effectively with problems and issues in health care management; evaluate and analyze plans and make sound decisions; communicate clearly and effectively, both orally and in writing; speak effectively before groups; interpret and explain pertinent federal and State regulations; develop and maintain effective relationships with subordinates, other officials, clients and client representatives and organizations, legislators, other public and private health and welfare organizations, members of the public and others; and plan, assign, review and evaluate the work of others.

Basic Education Requirement:

Graduation from an accredited four (4) year college or university with a bachelor's degree.

Excess work experience as described under the Specialized Experience, below, or any other responsible administrative, professional or analytical work experience which provided knowledge, skills and abilities comparable to those acquired in four (4) years of successful study while completing a college or university curriculum leading to a baccalaureate degree may be substituted on a year-for-year basis. To be acceptable, the experience must have been of such scope, level and quality as to assure the possession of comparable knowledge, skills and abilities.

The education or experience background must also demonstrate the ability to write clear and comprehensive reports and other documents; read and interpret complex written material; and solve complex problems logically and systematically.

Experience Requirements:

Except for the substitutions provided for in this specification, applicants must have had progressively responsible experience of the kind and quality described in the statements below and in the amounts shown below, or any equivalent combination of training and experience.

Specialized Experience: Four and one-half (4-1/2) years of progressively responsible professional experience in one or a combination of the following:

1. Professional work experience which demonstrated knowledge of the activities, operations, benefits and basic philosophies of public medical assistance programs. Such experience must have included involvement with program planning and development; research and evaluation of program plans, problems, and issues and recommendation of possible solutions; and the interpretation of pertinent rules and regulations, policies and procedures.
2. Professional work experience which demonstrated knowledge of health care practices, trends, and issues. Such experience must have included involvement with program planning and development; research and evaluation of program plans, problems, and issues and recommendation of possible solutions; and the interpretation of pertinent rules and regulations, policies and procedures.

Supervisory Experience: One (1) year of supervisory work experience which included: 1) planning, organizing, scheduling, and directing the work of others; 2) assigning and reviewing their work; 3) advising them on difficult work problems;

4) training and developing subordinates; and 5) evaluating their work performance, and disciplining them when necessary.

Administrative Aptitude: Administrative aptitude will be considered to have been met when there is strong affirmative evidence of the necessary administrative aptitudes and abilities. Such evidence may be in the form of success in regular or special assignments or projects which involved administrative problems (e.g., in planning, organizing, promoting, and directing a program, including policy and budgetary considerations; providing staff advice and assistance in such matters); interest in administration demonstrated by the performance of work assignments in a manner which clearly indicates awareness of administrative problems and the ability to solve them; completion of educational or training courses in the area of administration accompanied by the application of the principles, which were learned, to work assignments; management's observation and evaluation of the applicant's leadership and administrative capabilities; success in trial assignments to managerial and/or administrative tasks.

Substitutions Allowed:

Possession of a master's degree in Public Health, Nursing or a related health care field from an accredited college or university may be substituted for one (1) year of the Specialized Experience.

Quality of Experience:

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

Selective Certification:

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests:

Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements:

Applicants must be physically able to perform, efficiently and effectively, the essential duties of the position which typically require the ability to read without strain printed material the size of typewritten characters, glasses permitted, and the ability to hear the conversational voice, with or without a hearing aid, or the ability to compensate satisfactorily. Disabilities will not automatically result in disqualification. Those applicants who demonstrate that they are capable of performing the essential functions of the position with or without reasonable accommodation will not be disqualified under this section.

Any condition which would cause applicants to be a hazard to themselves or others is cause for disqualification.

Any disqualification under this section will be made only after a review of all pertinent information including the results of the medical examination, and requires the approval of the Director of Human Resources Development.

Mental/Emotional Requirements:

All applicants must possess emotional and mental stability appropriate to the job duties and responsibilities and working conditions.

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This is the first minimum qualification specification for the new class MEDICAL ASSISTANCE PROGRAM OFFICER (MEDICAL ASSISTANCE PRGM OFFCR).

DATE APPROVED 7/11/03

/s/ Dawn Young
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